

Here are the steps to order the 2011 Manufacturing Sales Packet:

1. Go to the following link  
[http://www.doa.state.wi.us/section\\_detail.asp?linkcatid=266&linkid=49&locid=2&sname=Enterprise%20Fleet](http://www.doa.state.wi.us/section_detail.asp?linkcatid=266&linkid=49&locid=2&sname=Enterprise%20Fleet)
2. Select [How to Order](#) for ordering:

### **Ordering Documents over the Phone using a Credit Card**

1. Call the Document Sales Office at (608) 266-3358 to place an order using Visa or MasterCard.
2. A \$2.50 Credit Card Processing Fee is added to the order.

### **Ordering Documents via Fax using a Credit Card**

1. Complete Document Sales Order Form DOA-3330.
2. Provide the Visa or MasterCard information as requested on the Order Form.
3. Include the signature of the card holder and the expiration date indicated on the credit card.
4. A \$2.50 Credit Card Processing Fee is added to the order.
5. Fax the order to (608) 261-8150.

### **Ordering Documents through the mail using a Check or Money Order**

1. Complete Document Sales Order Form DOA-3330.
2. Money Order or Check, payable to: [WI Department of Administration](#).
3. Send the Order Form with the Money Order or Check to the Document Sales mailing address shown below.

### **Ordering Documents through the mail using a Credit Card**

1. Complete Document Sales Order Form DOA-3330.
2. Provide Visa or MasterCard information as requested on the Order Form.
3. Include the signature of the card holder and the expiration date indicated on the credit card.
4. A \$2.50 Credit Card Processing Fee is added to the order.
5. Send the Order Form to the mailing address shown below.

## **Ordering documents at the Document Sales office**

Documents can be purchased at the Document Sales Office at 4622 University Avenue, Madison, WI 53705. Hours are 7:45 am to 4:30 pm Monday through Friday.

### **Order Form (DOA-3330)**

1. Available on the DOA website in MSWord Format Adobe Acrobat Format
2. Stock Number is #71-11D - Manufacturing Sales Packet (2011 Edition)  
- **Print on Demand – Please allow two (2) business days**
3. Item Price is \$63.55 plus applicable state and county sales tax.

### **Mailing Address:**

***WI Department of Administration  
Document Sales and Distribution Section  
4622 University Avenue  
Madison WI 53705***

### **Assistance:**

**DocSales Web:** [Document Sales](#)  
**Phone:** (608) 266-3358  
**Email:** [docsales@doa.state.wi.us](mailto:docsales@doa.state.wi.us)